



COMMONWEALTH of VIRGINIA

DAVID A. VON MOLL, CPA
COMPTROLLER

Office of the Comptroller

P. O. BOX 1971

December 23, 2008

TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Michael E. Rider, EDP

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 97 / General Accounting (CARS)

One Topic Revised

This Update contains the following revised topic:

Topic No.	Topic Title
20330	Petty Cash

Summary of Changes

The topic had significant changes and no revision change bars are included. The following summarizes the major revisions to this topic as follows:

- ☐ *Manager of Disbursement Review* is changed to *Assistant Director of General Accounting*
- ☐ Page 9: Approved exceptions section adds the Payroll Operations Director should approve payroll-related , petty cash exceptions
- ☐ Page 10: Includes that any emergency situation must be documented on the reimbursement voucher
- ☐ Page 18: Administrative delays added as an allowable use of petty cash
- ☐ Preparation chart explains how to enter vendor name for reimbursement of petty cash by keying all vendor information using vendor edit table with EIN
- ☐ Changed EDI information to current process and the previous VAN/fax information was eliminated
- ☐ Section added on agency responsibility while participating in EDI

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:



- Number and Title
- Page Length
- Latest Revision Date

http://www.doa.virginia.gov/Admin_Services/CAPP/Status_Summary.pdf

Recent Updates

- Update 97 (CARS)—included here
 - Update 96 (CARS & LEAVE)
 - Update 95 (CARS)
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**DOA's CAPP
Manual Contact**

Michael Rider, EDP
Electronic Publishing Manager
 michael.rider@doa.virginia.gov
 (804) 225-3051

(capp memo 97.doc)